

Introduction

The “Required Fields” Quick Reference Guide is designed to provide minimum steps necessary in understanding when to fill out required fields during Bid Solicitations in Buy4Michigan. This may include creating a Bid, an Amendment, Change Order, Requisition, etc.

Steps

Step 1:

When filling out fields during a Bid Solicitation in Buy4Michigan, **asterisks* indicate required fields.**

- a.) Fill out all required fields when necessary.

Note: Depending on your Dept. or Agency other fields may also be required that do not have an asterisk.

New Bid

General Items Address Accounting Routing Attachments Notes Bidders Amendments Q & A Reminders Summary

Bid Number: _____

Status: 261 - In Progress

How Solicited: Email

Department* _____

Location* _____

Show on Web: ☒

Required Date: _____

Available Date* (MM/DD/YYYY HH:MM:SS AM or PM) _____

Description* _____

Purchaser* Chavez, Isidra

Type Code: _____

Fiscal Year* 2015

Organization: Department of Technology Management Budget

Allow Electronic Response: ☒

Bid Opening Date* (MM/DD/YYYY HH:MM:SS AM or PM) _____

Purge Date: (MM/DD/YYYY) _____